



ANNOUNCEMENT NUMBER 14-21

OPEN TO: All Interested Candidates

POSITION: PfP Program Coordinator, FSN-8/FP-6

OPENING DATE: November 20, 2014

CLOSING DATE: December 4, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): Position Grade: FSN-8
Not-Ordinarily Resident (NOR): Position Grade: FP-6 (to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Sarajevo is seeking an individual for the position of a PfP Coordinator in the Office of Defense Cooperation (ODC) in Sarajevo.

BASIC FUNCTION OF POSITION:

The Partnership for Peace (PfP) Coordinator executes the US Embassy Sarajevo and US European Command's PfP security cooperation program. Under the Warsaw Initiative Fund (WIF), plans and coordinates conferences, seminars and military exercises, designed to enhance bilateral military cooperation between the United States and BiH, while helping to advance BiH's ability to meet the essential requirements of PfP and NATO membership. Advises the Chief of the Office of Defense Cooperation (ODC) and coordinates with executive-level representatives of the BiH Ministry of Defense and Joint Staff, the Center for Civil Military Relations (CCMR), US European Command (EUCOM), and U.S. Army European Command (USAREUR) to ensure all resource requirements are met and to shape the content of the events to ensure they target the needs of the Armed Forces of BiH and support US-BiH bilateral security cooperation goals.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: 033-704-000 (x4318 or 4373).

QUALIFICATIONS REQUIRED:

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item. IMPORTANT: IF APPLICANTS DO NOT CLEARLY ADDRESS ALL POSITION REQUIREMENTS LISTED BELOW, THE APPLICATION WILL BE DISQUALIFIED.

1. University Degree in International Relations, Political Science, Business Administration, or International Studies.
2. Minimum of two (2) years of administrative and fiscal management experience required.
3. Level 4 fluency in Bosnian/Serbian/Croatian, Level 4 in English with interpreter/translator capabilities.
4. Must have good computer skills, to include Microsoft Office programs (Outlook, Word, Excel, PowerPoint).
5. Must have BiH driver's licence.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available at <http://www.state.gov/documents/organization/136408.pdf>; **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application.**

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| A. Position Title | K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type L. |
| B. Position Grade | Days available to work |
| C. Vacancy Announcement Number (if known) | M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location) |
| D. Dates Available for Work | N. U.S. Eligible Family Member and Veterans Hiring Preference |
| E. First, Middle, & Last Names as well as any other names used | O. Education |
| F. Current Address, Day, Evening, and Cell phone numbers | P. License, Skills, Training, Membership, & Recognition |
| G. U.S. Citizenship Status (<i>Yes or No</i>) & status of permanent U.S. Resident (<i>Yes or No</i> ; if yes, provide number) | Q. Language Skills |
| H. U.S. Social Security Number and/or Identification Number | R. Work Experience |
| I. Eligibility to work in the country (<i>Yes or No</i>) | S. References |
| J. Special Accommodations the Mission needs to provide (<i>Yes or No</i> ; if yes, provide explanation) | |

SUBMIT APPLICATION TO:

Please submit applications **by e-Mail** to SarajevoJobVacancy@state.gov.

POINT OF CONTACT:

phone: +387 33 704 000 ext. 4318 or 4373

CLOSING DATE FOR THIS POSITION: December 4, 2014

The U.S. Mission in Sarajevo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.